

STATE OF HAWAII
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

TO: Chief Procurement Officer

FROM: _____
(Department/Division/Agency)

Name of Contractor: _____

Sole Source Reference Number: _____ Contract Number: _____

Description of goods, services, or construction:

Approval to amend is submitted in order to:

☐ Revise the scope of services for the contract as follows:

☐ Increase the contract price by 10 % or more:

Original Contract Price: \$ _____

Amended Contract Price: \$ _____

This / These amendment(s) are necessary because:

Direct questions to: _____ Phone: _____

Pursuant to § 103D-306, HRS, and § 3-122-83, HAR, I certify that the information provided above is, to the best of my knowledge, true and correct.

Department Head or Designee

Date

Title (If other than Department Head)



Date Posted: _____

A copy of this notice of amendment shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at least seven (7) calendar days prior to any approval action.

Submit written objections to this notice of intent to amend a sole source contract within seven (7) calendar days from the date of this notice was posted to:

Chief Procurement Officer

Office/Agency _____

Address _____

Please ensure adherence to applicable administrative and statutory requirements.

☐ APPROVED

☐ DISAPPROVED

Chief Procurement Officer

Date